

**ENVIRONMENTAL PROTECTION AGENCY
REGION I - BOSTON**

**CLASS. NO.: 1200
DELEGATION NO. 1-105**

DELEGATION OF AUTHORITY

DATE: August 2, 2001

GENERAL, ADMINISTRATIVE AND MISCELLANEOUS

1-105. EPA Training and Learning

1. PURPOSE AND LEGAL AUTHORITY.

A. Purpose. To redelegate the authorities contained in Delegation 1-105 issued by EPA Headquarters on February 5, 1997.

B. Authority. To:

(1) purchase training and learning and courses, activities, books and materials, under the authority of the Government Employee Training Act (GETA), up to \$25,000. The authority of the GETA may be used for training of EPA employees through non-Government off-the-shelf training courses which are available to the general public. These include established university catalog courses or commercial course offerings (including all electronic media courses, performance improvement sessions and future search conferences) that are available to the general public at catalog or market prices. GETA authority also covers attendance at meetings, conferences, seminars and symposia where the primary purpose is 'mission-related'; i.e., the training assists in achieving the Agency's mission and performance goals;

(2) approve the use of employee time for training and learning programs under the GETA including long-term training and international training in accordance with EPA policies, regulations, and standards; and

(3) purchase training under the GETA at or below the "micropurchase threshold" as defined in the FAR Part 13 through persons with bankcard purchase authority.

2. TO WHOM DELEGATED.

A. The authorities in 1.B.(1), 1.B.(2) and 1.B.(3) are delegated to the Human Resources Officer, Human Resources Office, Office of Administration and Resources Management.

B. The Human Resources Officer further redelegates the authority in 1.B.(1) to the Training Officer.

3. REDELEGATION AUTHORITY. This authority may not be redelegated.

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1-105. EPA Training and Learning (cont'd)

4. LIMITATIONS.

A. The GETA does not authorize the development or design of new training courses or the modification of an off-the-shelf training course; this must be acquired in accordance with standard Agency procurement practices with the assistance and approval of an Agency Contracting Officer. Limited "tailoring" of material, i.e., the independent adaptation by a vendor of its own existing material at no additional cost to the Government, is considered within the definition of "off-the-shelf" training and is not considered a modification.

B. Additional restrictions/limitations (e.g., lower dollar threshold) may be imposed on designated Training Officers by management officials within their chain-of-command.

C. In addition to the primary Training Officer, one or more additional Training Officers may be designated within an organization to provide for backup and workload management. Designating officials are responsible for providing up-to-date information (name, title, organizational location and telephone number) to the Director of the EPA Learning Institute regarding primary and additional Training Officers within their organizations.

D. For group training events that exceed \$2,500, at least three providers must be considered and the final provider selected based on quality, availability and cost. A brief memorandum for the file shall explain the basis of selection of a particular provider. This requirement does not apply if the provider is a university or college or for procurement of training for an individual employee.

E. All training and learning requirements exceeding \$25,000 shall either be referred to the Director, EPA Learning Institute, for consideration/approval or shall be processed through local procurement personnel using established procurement procedures.

F. Training Officers are responsible for ensuring that for any procurement exercised under this authority, the following information is maintained and readily available: description of product/service; name of the provider; participant's name(s); name, cost, location and dates of course/conferences/event; any other associated costs such as travel or supplies; and memoranda explaining the basis for selecting a particular provider (see paragraph E. above). A good faith effort shall be made to collect and maintain evaluative information about the quality of each

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course. Additional documentation shall be maintained for special circumstances (e.g., long-term training, training of political appointees, etc.) as required by applicable regulations and policies. The means and methods for collecting and maintaining this information is left to local discretion.

G. Local procedures shall be used for executing covered procurements of \$2,500 or less. Standard Form 182, "Request, Authorization, Agreement and Certification of Training" shall be used for executing all covered procurements exceeding \$2,500.

5. ADDITIONAL REFERENCE. Redelegation of Authority Memorandum, dated June 23, 1997, from Kerry M. Weiss, Director, EPA Learning Institute, OHROS, to Regional Administrators.

6. SUPERSESSION. None.

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Ira Leighton
Acting Regional Administrator

8/2/2001
Date

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Laurel Seneca
Human Resources Officer

8/2/2001
Date